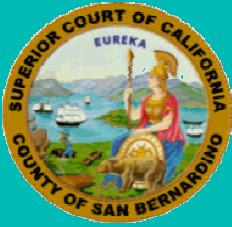


# Superior Court of California County of San Bernardino Employment Opportunity



## Court Facilities Coordinator

**\$5,187.87 - \$6,628.27 approximate monthly**

**\*\*\*Supplemental Application Required\*\*\***

**Application deadline: 4:30 p.m., Monday, December 29, 2008**  
**Announcement # 08-028**

The list resulting from this recruitment will be used to fill a current vacancy within the San Bernardino area.

The Court Facilities Coordinator under direction, plans, designs and coordinates facilities modification projects in Court facilities and acts as liaison with County and Administrative Office of the Courts (AOC) on specific projects or facility problems. This position is responsible for a variety of projects requiring knowledge of architectural design, building and construction codes, ADA regulations and public works contracting. Typical duties include, but not limited to:

- ◆ Assists with the planning and coordination of facility management projects.
- ◆ Performs space planning needs assessment.
- ◆ Prepares schedule and plan for implementation of office remodeling, coordinates the work of vendors and conducts final inspection.
- ◆ Prepares reports regarding scope of work, cost estimates and project summaries.
- ◆ Receives and processes facility maintenance, custodial and grounds maintenance requests for all court districts.
- ◆ Assists with facility maintenance and CIP budget; maintains and prepares monthly statistics and accomplishment reports.
- ◆ Supervises, schedules, assigns, trains and evaluates facilities staff. Will be required to work after hours, evenings and weekends.

**Requirements:** Graduation from an accredited college or university with a Bachelor's degree and three years of increasingly responsible experience in facilities management, project management, public works contracting and construction or any combination and/or experience that could likely provide the desired knowledge and abilities. Experience with major construction such as public buildings is highly desirable.

**How to Apply:** Applicants must complete and submit a Superior Court application and **supplemental application**. Application materials can be obtained by phone at (909) 387-6894, by e-mail at [personnel@courts.sbcounty.gov](mailto:personnel@courts.sbcounty.gov), or on the internet at [www.sb-court.org](http://www.sb-court.org). Individuals must include a copy of degree or official college transcripts with the application packet. **Faxed applications will not be accepted.**

**Examination:** The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application materials. The most qualified candidates may be invited to an oral examination and will be notified of the date of an oral exam approximately two weeks prior to testing.

**Benefits:** 40 hours of annual leave per year, paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

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